



JOHN ENGLER, Governor

DEPARTMENT OF MANAGEMENT & BUDGET

P.O. BOX 30026, LANSING, MICHIGAN 48909

MARK A. MURRAY, Director

May 10, 1996

**OFFICE OF ADMINISTRATIVE SERVICES
ADVISORY MEMORANDUM NO. 96-7**

TO: All Offices
SUBJECT: Subscriptions

Recognizing the need for prudent management of state resources, it is the policy of this department to use state funds for subscriptions only when there is a direct relationship to the mission and objectives of the office. Further, offices should share subscription materials whenever possible to avoid duplication.

An individual subscription exceeding \$500 annually requires approval of the Director of the Office of Administrative Services.

To obtain approval for a subscription of \$500 or more annually, a memorandum should be submitted to the Director of the Office of Administrative Services for approval. The memorandum should contain the following information: 1) name of the subscription, 2) period of the subscription, 3) amount, 4) benefits to the office, 5) who will have access to the subscription, and 6) index to be charged. Upon receipt of the approved memorandum, the subscription should be entered as a direct voucher using comptroller object code 6135. A copy of the voucher and approved memorandum should be forwarded to the Fiscal Management Division.

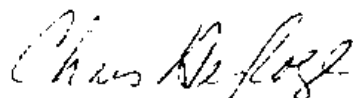
Distribution of Memorandum

For your convenience, two copies of this memorandum have been provided. Please retain one copy in a central file for future reference. The other copy should be forwarded to those individuals within your office responsible for daily administration of the subject activity.

Questions regarding this memorandum may be directed to Howard Pizzo at 33-51557.

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Your cooperation and adherence to this procedure is appreciated.

A handwritten signature in cursive script, appearing to read "Chris DeRose".

Chris DeRose, Acting Director
Office of Administrative Services